

ABUSE REACTIVE AFRICAN AMERICAN HIGH-RISK YOUTH PROJECT

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- GRANT AWARD FACE SHEET (*General Instructions*)

- PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)

- PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation

- PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c

- PROPOSAL APPENDIX (*General Instructions and Programmatic Instructions*)
 - Interagency Agreements
 - Organizational Chart

**ABUSE REACTIVE AFRICAN AMERICAN HIGH-RISK
YOUTH PROJECT**

PROGRAMMATIC INSTRUCTIONS

A. SUBMISSION OF PROPOSALS

THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS AT OCJP IS:

DATE: **THURSDAY, MAY 22, 1997**

TIME: **No later than 5:00 p.m.**

B. CONTACT

These Programmatic Instructions are to be used in conjunction with the General Instructions section of this Request for Proposal (RFP). If you have not received this section, call OCJP at (916) 324-9100.

If there are any questions regarding this RFP, please contact the Violence Against Children Branch at (916) 323-7449.

C. ELIGIBILITY CRITERIA

Private nonprofit, community-based organizations and public agencies may be funded under this program.

D. FUNDING CYCLE AND DURATION

Funds for this project are provided through the federal Children's Justice Act (CJA). OCJP anticipates the total amount available will be \$56,800 annually to fund a single pilot Abuse Reactive African American High-Risk Youth Project. It is anticipated that this pilot project will be funded at one hundred percent for the three years, commencing July 1, 1997, and ending June 30, 2000. There is no match requirement.

Agencies responding to this RFP must budget funds for 12 months. The first year grant period will begin on July 1, 1997, and end on June 30, 1998. An application for continuation funding must be submitted for the second and third years. Continuation funding is contingent upon satisfactory performance and subject to the availability of funds.

E. PROGRAM INFORMATION

The Children's Justice Act (CJA) is a federal program responsible for making policy and training recommendations to the state regarding how to improve and reform the way suspected child abuse cases are handled. The overall goal is to reduce the trauma children experience when they disclose abuse and to protect the rights of all parties involved in the case.

The CJA Task Force is comprised of professionals throughout California who have knowledge and expertise relating to the criminal justice system and issues of child physical abuse, child neglect, child sexual abuse and exploitation and child maltreatment-related fatalities. The CJA Task Force members,

individually and collectively, strive to make California a safer place for children. They believe that the most effective way to reduce the risk of violence against children is to encourage every citizen to become involved in developing strategies and implementing solutions to this complex problem.

Federal guidelines require that before the CJA Task Force makes recommendations, a comprehensive evaluation of the investigative, judicial and administrative handling of cases be conducted. To fulfill this requirement, the CJA Task Force held regional public hearings and informational roundtables during the months of September and October, 1995. The purpose of these hearing was to obtain testimony and data from practitioners in the child abuse field. Invitations were distributed to law enforcement officers assigned to child abuse units, district attorneys who prosecute child abusers, medical personnel who conduct forensic evidentiary examinations, mental health therapists and child protective service workers, juvenile and superior court judges and victim advocate groups.

As a result of these hearings, the CJA Task Force developed 31 recommendations on how to improve and reform the investigative, administrative and judicial handling of cases involving child abuse, particularly child sexual abuse and exploitation. These recommendations were published in the California Children's Justice Act Task Force Report for 1996. The concept for an Abuse Reactive African American High-Risk Youth Project evolved from this foundation.

Abuse Reactive African American High-Risk Youth Project Description

The purpose of this RFP is to solicit proposals from applicants with the experience and expertise to research information and, based on the findings of this study, develop a program description plan for systemic change in the juvenile justice system. The plan will specifically address the identification methodologies and provision of services to high risk African American youth between the ages of 9-14 who have a history of victimization through abuse or neglect in order to reduce the incidence of their involvement in the juvenile justice system, including cultural variables.

The following terms are defined for the purposes of this project:

Abuse Reactive High-Risk Youth: Youth that have a history of abuse or neglect victimization as *documented* by records of social service, law enforcement or treatment records and are at risk of reacting to this abuse through anti-social, destructive or violent behaviors potentially leading to criminal or juvenile justice involvement.

Juvenile Justice System: Multi-agency/multi-disciplinary system to deliver services to child abuse victims and investigate, prosecute and carry out sentencing decisions of juvenile offenders who were child abuse victims.

System Service Providers: Those agencies and organizations providing services in response to child abuse and juvenile crime. Typically, these organizations include, but are not limited to, law enforcement, prosecution, courts, probation, parole, health, treatment, social service and community-based direct service organizations.

Services: Services include, but are not limited to:

- services to respond to the needs of child abuse victims, such as investigation, protection, temporary placement, counseling, treatment and advocacy;
- services to intervene when a child abuse victim acts out the victimization through delinquent behavior which could lead to involvement or potential involvement in the juvenile justice system.

Scope of the Project

As a result of the Abuse Reactive African American High-Risk Youth Project, OCJP anticipates an enhanced capability to provide advocacy, legislative input, resource and program development, targeting of funding and resources, training and technical assistance in order to:

- identify and document the incidence of African American youth, 9-14 years of age, that are involved in the juvenile justice system who have a documented history of child abuse;
- identify for replication effective intervention strategies to reduce the incidence of African American males, 9-14 years of age, who have a documented history of child abuse, becoming involved in the juvenile justice system;
- develop and strengthen child abuse victim services, particularly the identification methodologies, treatment services and approaches that include cultural variables; and
- strengthen linkages, coordination and integration of law enforcement, prosecution and judicial efforts, as well as victim services, in the prevention, identification and response to cases involving African American males, 9-14 years of age, who have been victims of child abuse, and abuse reactive African American youth.

The first year of the Abuse Reactive African American High-Risk Youth Project will focus on:

- reviewing research and literature related to these issues;
- establishing baseline databases relevant to the intent of this project;
- identifying and developing data collection, data analysis, tracking and reporting instruments, and protocols that include cultural variables;
- identifying and developing cooperative relationships with relevant organizations and key informants; and
- developing an implementation plan based upon first year findings for year two and three of the Reactive African American High-Risk Youth Project (subject to OCJP approval of the plan).

In subsequent years, the project will focus on achieving the goals as defined in the OCJP approved implementation plan.

F. PROJECT NARRATIVE INSTRUCTIONS

Proposals will consist of the following completed components:

- Standard Forms
- Project Narrative

Carefully review the RFP instructions for detailed information on completing these proposal components, particularly noting signature requirements. Please refer to the proposal checklist to ensure that the proposal is properly organized and that all required elements of each component are submitted.

The project narrative is the main body of information which describes the project and the applicant's plan to address the project goals. The completed project narrative includes:

1. Problem Statement (Limit two pages.)
2. Plan (Narrative limit ten pages and project summary two pages.)
 - a. Project Approach
 - b. Project Objectives and Activities
 - c. Project Products and Outcomes
 - d. Project Task-Schedule - Timeline
 - e. Evaluation Plan (Limit two pages.)
 - f. Project Summary (OCJP 227) (Limit two pages)
3. Implementation
 - a. Agency Description (Limit three pages.)
 - b. Supporting Documentation
 - c. Coordination With Other Agencies (Limit two pages.)

Narrative Format and Specific Content

The proposal narrative must not exceed the designated page limits and must be typewritten or computer-generated, double spaced, with characters no smaller than the equivalent of standard 12 pitch and printed on paper that does not exceed 8 1/2 by 11 inches. Provide "plain English" explanations in support of technical descriptions to ensure ease of nonexpert comprehension.

Refer to the eligibility criteria, intent and purposes of this project in responding to each of the following topics in the order presented:

1. Problem Statement (Limit two pages.)

Provide a narrative description of the problem which will be addressed by the project. Describe the specific issues to be addressed by the project. Discuss the need for the project and why current resources are not meeting this need.

2. Plan (Limit ten pages.)

a. Project Approach

Describe the proposed approach to the project and rationale to support the approach. Include descriptions of the research philosophy, methodology, data sources, data collection, tracking and significant resources designated to the project.

b. Project Objectives and Activities

Describe the objectives and activities that are to be developed and implemented by the applicant to achieve the project's goals. **Use a separate sheet of paper for each objective and its related activity.** Objectives and activities should address the needs discussed in the problem statement, reflect the project description and support the achievement of the program goals. The activities should support the achievement of the project objectives within the grant period.

Describe the source documentation to be used to collect and report data. Source documents may include client contact sheets, telephone logs, intake sheets, progress notes, client files and other

related documents.

c. Project Products and Outcomes

Describe products that will result from the proposed project, including those that can be replicated by other organizations and states, as well as those principally for OCJP and California service providers. Provide a summary of significant outcomes that may have a major impact on the issues outlined in this proposal, particularly those broad in scope and long in duration.

d. Project Task Schedule - Timeline (May be referenced and included as an attachment in the proposal appendix without being included in the narrative page count.)

Outline the timeline for significant tasks, milestones and markers of progress for the first year and an overview outline for the proposed duration of the project. The timeline should reflect a realistic plan with adequate resources to achieve the objectives. Indicate roles and responsibilities if the scope of tasks is spread over project staff or organizations.

e. Evaluation Plan (Limit two pages.)

Describe how the products produced through this grant will be developed, field-tested and evaluated. The evaluation plan should be based on known assessment techniques and should be adequate to evaluate the project products.

3. Implementation

a. Agency Description (Limit three pages.)

Describe the applicant agency including size, composition, structure, primary mission, philosophy, range of focus of services and the role of the project within the organization.

Describe relevant research and social program planning experience, training, education and specialized skills of project staff, organizational resources and organizational/consultant business history.

Describe at least three examples of collaboration that include issues, groups or organizations addressed by this project.

Demonstrate the agency's ability to create and implement data collection instruments, research, analyze information, develop and provide written documentation of social program evaluation and planning, specifically related to issues of child abuse and it's aftermath, including abuse reactive behaviors.

Demonstrate the ability to plan, coordinate and facilitate working group meetings.

Demonstrate the ability to interface positively with providers of services designed to address child abuse, child abuse treatment, minority youth and juvenile crime, such as child abuse treatment centers, law enforcement organizations, district attorneys' offices and health care providers.

Demonstrate an understanding of the issues confronting victims of child abuse, particularly minority male victims, including confidentiality needs and concerns unique to African Americans.

b. Supporting Documentation (Will not be considered in the narrative page count.)

Support documentation should reflect the knowledge, expertise and applicant capability described in the project narrative.

Documents to support narrative descriptions may be included in the appendix, such as:

- vitae or resume;
- list of a minimum of three clients (name of organization, address, contact person and telephone number) for whom similar work has been completed within the last three years;
- a sample of work (not to exceed ten pages) including the contact information for the client for whom it was completed;
- sample data collection instruments (not to exceed five pages); and
- sample confidentiality agreements.

c. Coordination With Other Agencies (Limit two pages.)

List and describe those agencies with whom coordination will be developed by the applicant. Provide a description of the plans for coordination and anticipated agreements with those agencies. Provide a signed and dated operational agreement (OA) or memorandum of understanding (MOU) for each participating agency. The OA/MOU must identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 1997/98.

G. SPECIFIC BUDGET INSTRUCTIONS

Identify all positions in the budget to be funded. Include brief duty statements and qualifications for each position presented in the budget. The budget should support the costs required to achieve the project objectives and activities. The budget must not include any non-allowable expenses.

Specific to this project:

- a. Capital expenditures are not allowable costs.
- b. There is no grantee match requirement.
- c. Indirect/administrative overhead costs are limited to five percent of the actual total project budget, excluding equipment, or ten percent of actual personnel costs, excluding benefits and overtime.

Budget Detail and Justifications

Support the detailed budget submitted with the proposal with descriptions explaining items that are not self-explanatory. For example:

- a. Explain roles and responsibilities of project staff.
- b. Justify the need for subcontracts, sole source resources, etc.

H. APPENDIX INSTRUCTIONS

Type the applicant name in the upper right hand corner of any documents you include in the appendix of your proposal. Numbering the pages to indicate the page number and total number of pages will assist in

ensuring that all documents are reviewed.

**OFFICE OF CRIMINAL JUSTICE PLANNING
 ABUSE REACTIVE AFRICAN AMERICAN HIGH-RISK YOUTH PROJECT
 RATING FORM: 1997/98**

Control #:
Rater #:

APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	40
2. PLAN	120
3. IMPLEMENTATION	100
4. BUDGET	35
TOTAL 295	

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

Category and Point Criteria	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 40 Points)					
a. To what degree does the applicant provide a narrative description of the problem which will be addressed by the project?	2	4	6	8	10
b. To what degree does the applicant describe the specific issues to be addressed by the project?	2	4	6	8	10
c. To what degree does the applicant discuss the need for the project and why current resources are not meeting this need?	2	4	6	8	10
d. To what degree does the applicant’s description reflect an in-depth knowledge of the problem addressed by the grant?	2	4	6	8	10
2. PLAN (Maximum 120 Points)					
a. Do the objectives and activities address the needs in the problem statement?	2	4	6	8	10
b. Do the objectives and activities reflect the project description?	2	4	6	8	10
c. Do the activities support the achievement of the project objectives within the grant period?	2	4	6	8	10
d. Will the project produce replicable products with the potential for a sustained, broad-based positive impact on the problem?	2	4	6	8	10
e. Will the project produce significant outcomes that may have a major impact on the issues outlined in this proposal?	2	4	6	8	10
f. Does the timeline outline significant tasks, milestones and markers of progress for the first year?	2	4	6	8	10
g. Does the timeline outline an overview outline for the proposed duration of the project?	2	4	6	8	10

Category and Point Criteria	I	II	III	IV	V
2. PLAN - Continued (Maximum 120 Points)					
h. Does the timeline reflect a realistic plan with adequate resources for achieving the project goals?	2	4	6	8	10
i. Are roles and responsibilities described for all project staff or organizations?	2	4	6	8	10
j. Does the applicant describe how the products produced through this grant will be developed, field-tested and evaluated?	2	4	6	8	10
k. Is the evaluation plan based on known assessment techniques and adequate to evaluate the project products?	2	4	6	8	10
l. Is the project summary signed by the chief executive officer of the agency/business or individual consultant?	1	2	3	4	5
m. Are all project summary sections completed?	1	2	3	4	5
3. IMPLEMENTATION (Maximum 100 Points)					
a. Does the applicant demonstrate ability to create and implement data collection instruments, research, analyze information, develop and provide written documentation of social program evaluation and planning, specifically related to issues of child abuse and its aftermath, including abuse reactive behaviors?	2	4	6	8	10
b. Does the applicant describe their organization size, composition, structure, primary mission, philosophy, range of focus of services and the role of the project within the organization?	2	4	6	8	10
c. Does the applicant describe relevant research and social program planning experience, training, education and specialized skills of project staff, organizational resources and organizational/consultant business history?	2	4	6	8	10

Category and Point Criteria	I	II	III	IV	V
3. IMPLEMENTATION - Continued (Maximum 100 Points)					
d. Does the applicant demonstrate ability to plan, coordinate, and facilitate working group meetings?	2	4	6	8	10
e. Does the applicant demonstrate ability to interface positively with providers of services designed to address child abuse, child abuse treatment, minority youth and juvenile crime, such as, child abuse treatment centers, law enforcement organizations, district attorneys' offices and health care providers?	2	4	6	8	10
f. Does the applicant demonstrate understanding of the issues confronting victims of child abuse, particularly minority male victims, including confidentiality needs and concerns unique to African Americans?	2	4	6	8	10
g. Does the supporting documentation reflect the knowledge, expertise and applicant capability as described in the project narrative?	2	4	6	8	10
h. Does the applicant describe at least three examples of collaboration that includes issues, groups or organizations addressed by this project?	2	4	6	8	10
i. Does the applicant list and describe those agencies with whom coordination will be developed by the applicant?	1	2	3	4	5
j. Does the applicant provide a description of the plans for coordination and anticipated agreements with those agencies?	1	2	3	4	5
k. Does the applicant provide signed and dated operational agreement (OA) or memorandum of understanding (MOU) for each participating agency?	1	2	3	4	5
l. Do the OAs/MOUs identify who will provide services, what those services are, the time frame of the agreement and be signed and dated for FY 1997/98?	1	2	3	4	5

Category and Point Criteria	I	II	III	IV	V
4. BUDGET (Maximum 35 Points)					
a. Are all positions in the budget to be funded identified and brief duty statements and qualifications for each position presented in the budget described?	1	2	3	4	5
b. Are written justifications included to support the detailed budget submitted with the proposal with descriptions explaining items that are not self-explanatory?	1	2	3	4	5
c. Do the budget and supporting documentation adhere to the OCJP requirements detailed in the RFP?	1	2	3	4	5
d. Does the budget reasonably support the staffing and other resources required to complete the tasks described in the proposal?	2	4	6	8	10
e. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities?	2	4	6	8	10